

Butler County Board of Elections
Board Meeting Minutes
May 19, 2020


The Butler County Board of Elections met on Tuesday, May 19, 2020 at 9:00 a.m., for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Mariann Penska, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, Poll Worker/Executive Assistant Melissa Trotta and Secretary of State Regional Liaison Kenneth Henning.

Director Noonan presented Document 1, Bills. Member Hall moved to approve the bills on Document 1; seconded by Member Penska. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

BILLS			
May 19, 2020			
0100-5460-520000	Office supplies	\$	91.21
0100-5460-521000	Postage	\$	20,000.00
0100-5460-524000	Gas-fuel-oil	\$	16.61
0100-5460-525100	Software/ Hardware Equipment	\$	1,950.34
0100-5460-529000	Other mat'l & supplies	\$	9,094.50
0100-5460-530075	Technology support	\$	3,289.51
0100-5460-530310	Rental/lease - equip & vehicles	\$	898.71
0100-5460-536000	Contract services	\$	489.27
0100-5460-530320	Polling Place Rentals	\$	650.00
PAID FROM THE GENERAL FUND		\$	36,480.15
1227-5460-542000	Election Security Grant	\$	266.22
Total		\$	36,746.37


CHAIRMAN


DIRECTOR

BILLS
May 19, 2020

OFFICE SUPPLIES (520000)

Klein, Jay		
Thermal paste	\$	15.96
Office Depot Inc		
Office supplies	\$	75.25
TOTAL OFFICE SUPPLIES (520000)	\$	91.21

POSTAGE (521000)

Pitney Bowes		
Reserve account # 18850560	\$	10,000.00
Reserve account # 18850560	\$	10,000.00
TOTAL POSTAGE (521000)	\$	20,000.00

GAS-FUEL-OIL (524000)

Voyager Fleet Systems Inc		
Gas, April fuel charges	\$	16.61
TOTAL GAS-FUEL-OIL (524000)	\$	16.61

SOFTWARE/HARDWARE EQUIPMENT (525100)

Andrews, Joseph		
1 crucial 32gb kit for tabulation server	\$	138.44
Cadre Computer Resources		
1 FTK -200 50 pieces tokens, 2nd authentication	\$	1,780.00
Klein, Jay		
1 heat sink for dell poweredge	\$	31.90
TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	\$	1,950.34

OTHER MATERIAL/SUPPLIES (529000)**Corbin, Eric**

Assorted folders for EV, bulk supply	\$	328.72
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Home Depot

Warehouse supplies	\$	19.90
Warehouse supplies	\$	11.35
Warehouse supplies	\$	40.42
Warehouse supplies	\$	151.80
Warehouse supplies	\$	255.24

Lowe's

Wood for panes	\$	19.78
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Murphy's Cleaning Supplies Inc

Kitchen supplies	\$	339.50
50 boxes of disposal masks, 11/3/2020	\$	2,950.00

Noonan, Diana

Election meal,4/28/2020	\$	154.99
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Office Depot Inc

Election supplies	\$	13.36
Election supplies	\$	354.37
Election supplies	\$	1,079.90
Election supplies	\$	166.00

Pitney Bowes

2 cartridges, 2 EZ seal boxes	\$	607.96
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Quality Publishing Company Inc

50,000 letter envelopes	\$	2,532.21
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Total Office Source

Cyan toner	\$	69.00
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TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$	9,094.50
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TECHNOLOGY SUPPORT (530075)

BCIS

7/2/2020-7/1/2021 Trend Micro Virus Software Maintenance	\$	464.31
6/1/2020-5/31/2021 Revize Software Maintenance	\$	500.00
7/2/2020-7/1/2021 Network Access/ Account Software Maintenance	\$	2,325.20

TOTAL TECHNOLOGY SUPPORT (530075)	\$	3,289.51
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RENTAL/LEASE - EQUIP & VEHICLES (530310)

Great American Financial Services Co

Reg copier, 1st qtr lease and maintenance fees	\$	701.76
CBS copier, 1st qtr lease and maintenance fees	\$	196.95

TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$	898.71
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OTHER CONTRACT SERVICES (536000)

Frontier Communications

Foreign listing, 03/22/20-4/21/20	\$	6.50
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Millennium Business Systems

Flex copies, 1/31/20-4/29/20, CBS	\$	482.77
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TOTAL OTHER CONTRACT SERVICES (536000)	\$	489.27
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POLLING PLACE RENTALS (536000-530320)

Hamilton Christian Center Polling rental fees, 3/17/2020	\$	150.00
Hilltop Baptist Church Polling rental fees, 3/17/2020	\$	75.00
North Fairfield Baptist Church Polling rental fees, 3/17/2020	\$	150.00
Poasttown First Church of God Polling rental fees, 3/17/2020	\$	200.00
West Chester of The Nazarene Polling rental fees, 3/17/2020	\$	75.00
TOTAL POLLING PLACE RENTALS (536000-530320)	\$	650.00

Election Security Grant (12275460-542000)

Klein, Jay External hard drive for tabulation security	\$	266.22
TOTAL ELECTION SECURITY GRANT (542000)	\$	266.22

Director Noonan submitted Document 2, the minutes of the March 30, 2020, meeting. Member Wunnenberg moved to approve the March 30, 2020, meeting minutes on Document 2 seconded by Member Penska. Roll call:
Chairman Cloud yea
Member Penska yea
Member Hall abstained
Member Wunnenberg yea
All in favor; motion carried.

Director Noonan submitted Document 3, the minutes of the April 28, 2020, meeting. Member Hall moved to approve the April 28, 2020, meeting minutes on Document 3 seconded by Member Penska. Roll call:
Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Director Noonan submitted Document 4, the minutes of the May 11, 2020, meeting. Member Penska moved to approve the May 11, 2020, meeting minutes on Document 4 seconded by Member Wunnenberg. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	abstained
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan acknowledged receipt of the following directive:

<u>Directives</u>	2020-09	Post-Election Cure Period and Provisional Ballots in the March 17, 2020 Primary Election
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Under Election Business, Director Noonan stated there are 26 additional invalid provisional ballots with a revised total of 314 invalid ballots from the March 17, 2020, Primary Election. She said the provisional ballots were received late. Deputy Director Corbin stated the ballots are not valid because they were not post-marked by April 27, 2020. Member Wunnenberg made a motion to invalidate the additional 26 ballots with a revised total of 314 invalid provisional ballots; seconded by Member Penska. Roll Call:

Chairman Cloud	yea
Member Hall	yea
Member Penska	yea
Member Wunnenberg	yea

All in favor; motion carries.

Under Election Business Director Noonan presented the March 17, 2020, Primary Election Results to be certified. Member Hall moved to certify the March 17, 2020, Primary Election Results; seconded by Member Penska. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Deputy Director Corbin presented Document 6, the Post-Election Audit Criteria. Deputy Director Corbin stated polling locations will be randomly selected until the five percent threshold is met. Deputy Director Corbin said the post-election audit will begin on Wednesday, May 27, 2020, at the Board of Elections. Board Members pulled the following locations.

Background

A post-election audit is a comprehensive review of the results of one or more contests in an election to ensure that the results reported by the board of elections are accurate. Audits are conducted following each general election in an even-numbered year and after each presidential primary election in accordance with procedures prescribed by the Secretary of State and set forth in this chapter. (Directive 2019-30)

Audit Information

Races to Audit

The board must audit the following:

- The “top of the ticket” contest on the Democratic ballot; and
- Two countywide contests. If there is no countywide contest, the board must audit countywide questions or issues. If there is no countywide question or issue, the board must audit two of the contests, questions, or issues that appear on the ballot in the largest number of precincts.

For Delegates-at-Large and Alternates-at-Large to the National Convention (Democratic Party)

For Representative to Congress (8th District) (Democratic Party)

For Judge of the Court of Appeals (12th District) (Republican Party)

Total Ballots Cast

46,454 ballots cast

Five Percent

$46,454 \times 0.05 = 2,322.7$ Rounded 2,323

Required Action

The Board must make the following determinations:

1. Conduct post-election audit by polling location.
2. The date and time of the audit will be Wednesday, May 27, 2020 at 9:00a.m.
3. Select polling locations until five percent of the vote is included.

Selected Locations	Votes	Percent
FREEDOM ELEMENTARY SCHOOL	793	1.71%
CRAWFORD WOODS ELEM SCHOOL	217	0.47%
CENTRAL ACADEMY	583	1.26%
NEW MIAMI LOCAL SCHOOL	325	0.70%
BUTLER TECH PUBLIC SAFETY COMPLEX	568	1.22%
Total	2,486	6.9%

Under Old Business, Director Noonan gave an update regarding the 317 absentee ballots delivered May 11, 2020, after the May 8, 2020, deadline. Director Noonan stated House Bill 197 required ballots to be postmarked by April 27, 2020, and received by the boards of elections by May 8, 2020. Director Noonan said Election Services Manager Mickey Smith and herself contacted the United States Post Office (USPS) on a daily basis to ensure every ballot had been delivered. Member Penska asked what location was contacted. Director Noonan said Election Services Manager Mickey Smith contacted the Fairfield location, and she contacted Marketing Manager Andrew Glancy at the Cincinnati location. Member Penska asked if the ballots were all at one location. Director Noonan stated yes all of the ballots were at the Cincinnati location.

Under the Directors Report, Director Noonan stated the pat-time staff last day was Friday, May 15, 2020. Director Noonan said she hopes the staff will return in August for the November 3, 2020, General Election.

Under the Deputy Directors Report, Deputy Director Corbin stated more items of the physical security projects are complete.

Deputy Director Corbin stated they are waiting on legislature to meet in June for the amount of funding the office will receive for the November 3, 2020, General Election. He explained additional hardware, printers, and staffing would be needed for a vote-by-mail election. Deputy Director Corbin said Director Noonan and himself have been discussing different scenarios to prepare for a vote-by-mail election. Member Penska asked if Director Noonan and he have started getting bids for any additional equipment needed. Deputy Director Corbin said yes a local vendor Digital Express has the current ballot printers approximately \$5,000.00 lower than Dominion Voting Systems.

Member Wunnenberg asked if there is in-person voting will there be enough space in the polling locations for social distancing. Director Noonan stated there are eight locations that are being looked into. Member Wunnenberg asked if any polling locations canceled for the November 3, 2020, General Election. Deputy Director Corbin stated not at this time. Member Wunnenberg asked if offsite early voting centers are a possibility. Deputy Director Corbin stated yes, but using voting centers would be difficult due to cybersecurity measurements.

Member Hall moved to go into Executive Session to discuss personnel according to O.R.C. 121.22(G)(1) at 9:26 a.m.; seconded by Member Penska. Roll Call:

Chairman Cloud	yea
Member Hall	yea
Member Penska	yea
Member Wunnenberg	yea

All in favor; motion carries.

At 9:55 a.m. Chairman Cloud stated the Board is back in session.

Member Hall made a motion to hire Nicole Unzicker as Early Voting Administrator starting at \$47,858.40 starting Monday, May 25, 2020; seconded by Member Penska. Roll Call

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Wunnenberg made a motion to post a Democratic Election Service Clerk position starting at \$34,583.40; seconded by Member Hall. Roll Call

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

With no further business, Member Penska moved to adjourn the meeting; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 10:00 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member